

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

April 28, 2005

**SUBJECT: DISTRIBUTION PROCEDURES FOR STATEMENT FORM, FORM
3.11.20 - REVISED**

PURPOSE: As the Custodian of Records for the Los Angeles Police Department, Records and Identification Division (R&I) is tasked with the retention of original investigative documents completed by officers and supervisors. In order to ensure R&I can certify that copies of documents to be provided as the result of a request are true copies of the original, a revision to the distribution of the Statement Form, Form 3.11.20, is needed.

This Order revises the distribution procedures associated with the Statement Form, Form 3.11.20.

PROCEDURE:

I. DISTRIBUTION OF STATEMENT FORM, FORM 3.11.20 - REVISED.

As the Department's Custodian of Records, R&I will maintain the original Statement Form, Form 3.11.20, in accordance with the established retention requirements for the original associated reports.

A. Use of Form. Use of this form has not changed.

B. Completion. Completion of this form has not changed.

C. Distribution. Distribution of the Statement Form, Form 3.11.20, is revised as follows:

Original - To be attached and numbered as a page of the original associated report.

Exception: Statement Forms used for the debriefing of suspects shall not contain a Division of Record (DR) number, or be numbered or attached as a page of the original report, and shall be forwarded directly to the investigative entity.

Copies - Distributed in accordance with established distribution requirements for the original associated report.

Total - To be determined in accordance with established distribution requirements for the original associated report.

AMENDMENTS: This Order amends Section 5/3.11.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"